

Documentation for Small Purchase/Informal Procurement

*Used if single transaction is \$3,501-\$149,999.*

**DATE:** \_\_\_\_\_

<b>Food</b>	<b>Name of Store 1:</b> _____	<b>Name of Store 2:</b> _____	<b>Name of Store 3:</b> _____	<b>Reason for Selection if not lowest price</b>
1.	\$	\$	\$	
2.	\$	\$	\$	
3.	\$	\$	\$	
4.	\$	\$	\$	
5.	\$	\$	\$	
6.	\$	\$	\$	